

Primary evidence of citizenship and identity is documentary evidence of the highest reliability. Obtain primary evidence of citizenship and identity before using secondary evidence. Applicants or recipients born outside the U.S. who were not citizens at birth must submit a primary document as evidence of citizenship.

PRIMARY DOCUMENTS (verifies both citizenship and identity)	EXPLANATION
U.S. Passport	U.S. Passport does not have to be currently valid to be accepted, as long as it was originally issued without limitations. Do not accept any U.S. Passport as verification of citizenship if it was issued with limitations; it may, however, be used as proof of identity. Through 1980, spouses and children were sometimes included on one passport. Citizenship and identity of all included persons can be established.
Certificate of Naturalization (Form N-550 or N-570)	Issued by Department of Homeland Security (via USCIS)
Certificate of Citizenship (form N-550 or N-561)	Issued by Department of Homeland Security (via USCIS) for individuals who derive citizenship through a parent

Secondary documents can be used when primary evidence of citizenship is not available. Applicants or recipients born outside the U.S. must submit a primary document as evidence of citizenship. **Additional documentation is required to prove identity.**

SECONDARY DOCUMENTS (verifies citizenship only)	EXPLANATION
<p>A U.S. public birth record showing birth in:</p> <ul style="list-style-type: none"> * Any of the 50 U.S. States * District of Columbia * American Samoa * Swain's Island * Puerto Rico (if born on or after January 13, 1941) * Virgin Islands (if born on or after January 17, 1917) * Northern Mariana Islands (if born after November 4, 1986) or * Guam (if born on or after April 10, 1899) 	<p>The document must be issued by the State, territory or local jurisdiction and have been issued before the person turned five years old.</p> <p>If the birth record document was amended after the individual was age five, it is considered fourth level evidence of citizenship.</p>
Certification of Report of Birth Abroad (Form DS-1350)	Issued by Department of State (Washington D.C.) to citizens born outside the U.S. who acquired citizenship at birth
Consular Report of Birth Abroad of a Citizen of the United States of America (Form FS-240)	Issued by Department of State consular office. Children born outside the U.S. to U.S. military personnel usually have this documentation.
Certification of Birth Abroad (Form FS-545)	Issued by Department of State consulate prior to November 1, 1990.
United States Citizen Identification Card (I-197) or prior version (I-179)	The former INS issued I-179 from 1960 until 1973. I-197 issued from 1973 until April 7, 1983. Neither form is currently issued, but both are still valid evidence of citizenship.
American Indian Card (I-872)	
Northern Mariana Card (I-873)	The former INS issued I-873 to collectively naturalized U.S. citizens born in the Northern Mariana Islands before November 4, 1986. The card is no longer issued, but is still valid evidence of citizenship.
Final Adoption Decree	Decree must show the child's name and a U.S. place of birth. If adoption is not finalized and child's birth state will not release a birth certificate prior to final adoption, a statement from a state approved adoption agency that shows the child's name and U.S. place of birth is acceptable. Adoption agency must state that the source of birth place information is from the child's original birth certificate.
Evidence of Civil Service Employment by the U.S. Government	Must show employment by the U.S. government prior to June 1, 1976.
Official Military Record of Service	Document must show a U.S. place of birth. Can use a DD-214 or similar official document showing a U.S. place of birth.

Third level documents can be used when neither primary nor secondary evidence of citizenship is not available. **Additional documentation is required to prove identity.** Third level evidence is generally a non-government document showing a U.S. place of birth. The place of birth on the non-government document and the application must agree.

THIRD LEVEL DOCUMENTS (verifies citizenship only)	EXPLANATION
Extract of hospital record <u>on hospital letterhead.</u>	Must be established at time of person's birth and be created at least five years before initial application date and indicate a U.S. place of birth. For children under age 16, the document must have been created near the time of birth OR five years before the application. DO NOT ACCEPT SOUVENIR BIRTH CERTIFICATE ISSUED BY THE HOSPITAL.
Life, health or other insurance record showing a U.S. place of birth that was created at least five years before the initial application date.	Can only be used to establish U.S. citizenship when the documents shows a U.S. place of birth.

Fourth level evidence of U.S. citizenship is of the lowest reliability and should only be used when primary evidence is not available and secondary and third level evidence of citizenship is not available. **Additional documentation is required to prove identity.** The place of birth on the document and the application must agree.

FOURTH LEVEL DOCUMENTS (verifies citizenship only)	EXPLANATION
Federal or State census record showing U.S. citizenship or a U.S. place of birth (for individuals born from 1900 through 1950)	The census record must also show the person's name. To get this information, the applicant, recipient or state must complete Form BC-600 (Application for Search of Census Records for Proof of Age), and add in the remarks portion "U.S. citizenship data requested." Also add that the purpose is for Medicaid eligibility. <u>Form requires a \$65.00 fee.</u> Information from 1930 and earlier is public information and is available from the National Archives at: http://www.archives.gov/genealogy/census/
Other document listed at right that was created at least five years before the Medicaid application date.	The document must be one of the following and show a U.S. place of birth: <ul style="list-style-type: none"> * Seneca Indian tribal census record * BIA tribal census records of the Navaho Indians * U.S. Vital Statistics official notification of birth registration * An amended U.S. public birth record that is amended more than 5 years after the person's birth * Statement signed by the physician or midwife who was in attendance at the time of birth
Institutional admission papers from a nursing home, skilled nursing care facility or other institution	Must be created at least 5 years prior to initial Medicaid application date and show a U.S. place of birth
Medical (clinic, doctor or hospital) records	Must be created at least 5 years prior to initial Medicaid application date and show a U.S. place of birth. For children under age 16, the document must have been created near the time of birth OR 5 years prior to the initial date of application.
Written Affidavit	Only to be used in rare circumstance. Must obtain affidavits from at least two people (one person must not be related to the applicant/ recipient) who have personal knowledge of the event(s) establishing the applicant/recipient's citizenship. The person making the affidavit (affiant) must be able to prove their own citizenship and identity for the affidavit to be accepted. If the affiant has information which explains why documentary evidence of the applicant/recipient's citizenship does not exist or cannot be readily obtained, this information should be included in the affidavit. The affidavit must be signed under penalty of perjury. An additional affidavit from the applicant/recipient explaining why documentary evidence does not exist or cannot be readily obtained must also be requested

Evidence of Identity: When primary evidence as listed above is not available, and secondary, third or fourth level evidence of citizenship is used, one of the following documents must also be obtained to prove identity.

DOCUMENTS TO ESTABLISH IDENTITY	EXPLANATION
Certificate of Degree of Indian Blood, or other U.S. American Indian/ Alaskan Native tribal document	Document is acceptable only if it carries a photograph of the applicant/recipient or has other personal identifying information.
Any identity document described in section 274A(b)(1)(D) of the Immigration and Nationality Act	<p>For Medicaid purposes, acceptable documents include:</p> <ul style="list-style-type: none"> * Driver's license with photograph or other identifying information (name, age, sex, race, height, weight and eye color) * School ID card with photograph * U.S. military card or draft record * ID card issued by Federal, State or local government that contains the same information as a driver's license * Military dependent's ID card * Native American Tribal document * U.S. Coast Guard Merchant Mariner card <p>For children under age 16, school records may include nursery or daycare records. If none of the above documents in the preceding charts is available, an affidavit may be used. Affidavits are only acceptable if signed under penalty of perjury by a parent or guardian stating the date and place of the child's birth, and cannot be used if an affidavit for citizenship was provided.</p> <p>EXCEPTION: Do not accept a voter's registration card or Canadian driver's license</p>